



## KNIGHTDALE TOWN COUNCIL MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

**February 1, 2010**

The Knightdale Town Council met at 7:00 p.m. at Knightdale Town Hall, 950 Steeple Square Court, Knightdale, NC.

**PRESENT:** Mayor Russell Killen; Mayor Pro Tem Chalk; Councilors Jeff Eddins, Terry Gleason, Tim Poirier, and James Roberson.

**ABSENT:** No one.

**Staff Members Present:** Clyde Holt, Town Attorney; Gary McConkey, Town Manager; Seth Lawless, Assistant Town Manager; Suzanne Yeatts, Town Clerk/HR Director; Fred Boone, Town Engineer; Chris Hills, Planning Director; Jeff Triezenberg, Planner II; Tina Cheek, Parks and Recreation Director; Tim Guffey, Fire Chief; Tracy Pedigo, Public Works Director; Shawn Brown, Public Safety Director; Jimmy Overton, Finance Director.

Meeting called to order by Mayor Killen at 7:00 p.m.

**WELCOME**

Welcome by Mayor Killen.

**INVOCATION**

Invocation by Councilor Roberson.

**ITEM I. ADOPTION OF AGENDA**

**...Motion by Councilor Eddins to adopt the agenda with the following amendments:**

**REMOVE:**

**Item III. Presentations, Recognitions, Awards  
B. Mayor's Employee Award**

**C. Years of Service Awards**

**ADD:**

**ITEM XI. Other Business**

**Project Updates – Town Engineer.**

**Motion seconded by Councilor Poirier and carried unanimously.**

**ITEM II. APPROVAL OF MINUTES**

January 4, 2010

**...Motion by Councilor Eddins to approve the minutes of January 4, 2010. Motion seconded by Councilor Gleason and carried unanimously.**

**ITEM III. PRESENTATIONS, RECOGNITIONS, AWARDS**

**A. Introduction of Finance Director – Jimmy Overton**

Assistant Town Manager Seth Lawless introduced Finance Director Jimmy Overton.

**B. AED Donation – Green Pines Baptist Church**

Emory York, representing Green Pines Baptist Church, presented an Automated External Defibrillator to Public Safety Director Shawn Brown to be installed at the Public Safety Center. Mr. York also invited Public Safety staff to attend a dinner Thursday evening.

**ITEM IV. PUBLIC**

**Anyone may speak on an issue not included on tonight's agenda. Before speaking, please state your name and address.**

**A. Open to the Public**

No one approached.

**B. Report on Citizen Inquiries**

None at this time.

ITEM V. CONSENT AGENDA

A. 2010 Meeting Schedules

**Adopt Town of Knightdale Meeting Schedules for 2010.**

B. Governors Highway Safety Program Manpower Grant

**Approve submission of the grant application for the Governors Highway Safety Program.**

C. Cash Management Policy

**Approve the amended Cash Management Policy allowing investments in CD in excess of \$250,000 for terms up to 15 months and also to allow other types of investments approved by NC General Statutes.**

**...Motion by Councilor Roberson to adopt the Consent Agenda. Motion seconded by Councilor Eddins and carried unanimously.**

ITEM VI. ACTIONS REQUIRING PUBLIC HEARINGS

**When speaking during a public hearing, please state your name and address clearly before speaking. Please designate a spokesperson for large groups. If you anticipate speaking tonight, please print your name and address on the form located on the entry table. If the Mayor announces that the hearing is a quasi-judicial public hearing, all speakers must be administered an oath by the Town Attorney. Everyone must speak from the podium to assure an accurate record of testimony.**

A. Langston Ridge Utility Allocation Agreement Amendment

Public hearing opened at 7:10 p.m.

Town Attorney Clyde Holt briefly reviewed requested changes to the agreement and asked Council to continue this item to the next meeting.

No one approached.

Public hearing continued at 7:12 p.m.

B. Manufactured Housing Clarifications  
ZTA-12-09

Public hearing opened at 7:13 p.m.

Planning Director Chris Hills explained that staff has merged this text amendment into the UDO Clarification Text Amendment process to be presented in April and asked Council to close the public hearing and refer the item to the Planning Staff for further review.

No one approached.

**...Motion by Councilor Gleason to close the public hearing at 7:13 p.m. and refer to Planning Staff for further review. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.**

- C. Restricting Platting of Single-Family Lots in Neuse River Basin  
Riparian Buffers  
ZTA-1-10

Public hearing opened at 7:14 p.m.

Planner Jeff Triezenberg presented a zoning text amendment to add a requirement for Neuse River Basin riparian buffers to be platted as lots under a form of common ownership, separate from single-family lots within residential subdivisions.

Mayor Killen suggested reviewing the changes with existing developers.

Planning Director Chris Hills noted the changes will only apply going forward and not to existing subdivisions.

Mr. Triezenberg answered questions from Council.

No one approached.

**...Motion by Councilor Poirier to close the public hearing at 7:39 p.m. and refer ZTA-1-10 to the February 8, 2010 Land Use Review Board meeting. Motion seconded by Councilor Roberson and carried unanimously.**

- D. Number of Unrelated Persons Per Dwelling Unit  
ZTA-2-10

Public hearing opened at 7:40 p.m.

Planner Jeff Triezenberg presented a zoning text amendment to clarify the definition of one family or household as it relates to the occupancy of single-family dwellings.

**...Motion by Councilor Roberson to close the public hearing at 7:45 p.m. and refer ZTA-2-10 to the February 8, 2010 Land Use Review Board meeting. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.**

ITEM VII. SET PUBLIC HEARINGS

None at this time.

ITEM VIII. TOWN ATTORNEY

Nothing at this time.

ITEM IX. OLD BUSINESS

None at this time.

ITEM X. NEW BUSINESS

Town Board Updates:

Old Town Oversight Committee

Angie Paul gave an update on current projects including the park proposed for the Wilder property purchase and First Avenue improvements. Ms. Paul also reported a decrease in code enforcement activity in the old town area and thanked Planner Jeff Triezenberg for his assistance with the committee.

Comprehensive Plan Committee

Planner Jeff Triezenberg reported the committee is on schedule to complete the project by early fall. Mr. Triezenberg also noted an upcoming open house opportunity for the public to review the comprehensive plan.

Mayor Killen emphasized the open house event to be held Monday, February 8, 2010 from 2:00 to 7:00 p.m. at town hall.

Mayor Killen also noted the Knightdale Express Bus Service Dedication Event to be held Wednesday, February 3, 2010 at 9:30 a.m. at the Duke Medical Plaza in Knightdale.

### Parks and Recreation Advisory Board

Parks and Recreation Director Tina Cheek reported the board's recent efforts on the master plan and their intention to bring the plan before Council this summer.

#### ITEM XI. OTHER BUSINESS

Town Engineer Fred Boone provided an update on stimulus projects, City of Raleigh sewer projects, street and sidewalk projects, and TTA Park and Ride improvements.

#### ITEM XII. COMMITTEE REPORTS

##### A. Planning and Engineering

Councilor Gleason noted the next meeting will be held February 8, 2010.

##### B. Budget

Mayor Pro Tem Chalk reported meeting to review proposed changes to the cash management policy, budget calendar, and sales tax revenue to date.

##### C. Public Safety

Councilor Eddins noted the committee's discussion of a proposed special events permit policy as well as red light camera options for moving a camera and adding an additional one to cover the east and west bound lanes at Widewaters Parkway.

##### D. Nominating

No report.

##### E. Liaison Reports

No report.

#### ITEM XIII. CLOSED SESSION FOR LEGAL OR PERSONNEL MATTERS

**...Motion by Councilor Eddins to enter closed session at 8:14 p.m. to discuss an economic development incentive. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.**

Discussion of Economic Development Incentive

**...Motion by Councilor Roberson to exit closed session at 8:34 p.m. Motion seconded by Councilor Gleason and carried unanimously.**

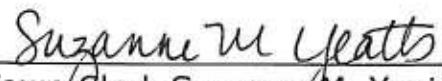


Mayor Killen announced the annual retreat has been rescheduled for February 27, 2010. Councilor Poirier noted he will be out of town and unable to attend but requested a copy of agenda documents for review.

ITEM XIV. ADJOURNMENT

**...Motion by Councilor Eddins to adjourn at 8:36 p.m.  
Motion seconded by Councilor Poirier and carried  
unanimously.**

  
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Mayor Russell B. Killen

  
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Town Clerk Suzanne M. Yeatts